**POLICIES AND PROCEDURES**

**Grant Fund (Division of Missions Reserve Account)**

West Virginia Conference of the United Methodist Church

Maintained by the Board of Global Ministries

1. Capital Improvement Matching Grants of no more than $12,000 may be made to local churches, WV Conference Mission Projects, Cooperative parishes, district camps, and the WV Conference camp when all other avenues have been exhausted, and an emergency or extreme need is shown to exist.
2. Grants cannot be used to replace funds from (endowments, persons, savings accounts, organizations etc.) to pay for indebtedness for past projects or to replace funds for past projects. Grants cannot be used for salaries.
3. Recipients will not be considered for an additional grant for at least seven (7) years from the date of their last grant, unless extreme need or emergency can be substantiated (such as fire, floor, tornado, etc.)

**WEST VIRGINIA CONFERENCE RESPONSIBILITY**

1. It shall be the responsibility of the West Virginia Conference Board of Global Ministries Leadership Team to determine eligibility for a grant and the amount to be granted within the guidelines.
2. The WV-UMD Grant Fund must maintain a minimum balance of $200,000for any grant to be considered except in an extreme emergency situation such as fire, flood, tornado etc.
3. The West Virginia Conference Board of Global Ministries Leadership Team may decrease or deny the amount of a grant under any of the following circumstances:
* Inadequate amount of labor being provided by the group
* Inadequate amount of fundraising and/or pledging
* amount of debt the group may have
* Inadequate amount of current funds available
* Church is paying less than 100% of Conference apportionments
* Application does not show adequate need for the project
* One or more of the five required attachments are missing
* Yearly income is much greater than yearly expenses
* Inadequate insurance
* Errors on application
1. The west Virginia Conference Treasurer’s Office will be responsible for administering the funds.

 **APPLICANT RESPONSIBILITY**

1. Complete the application. **An incomplete application will not be considered. The application must also include the five (5) attachments in #2 below.**
2. The applicant must provide:
* A description of the project, the need for the project, who will benefit, and the approximate number of people who will be served. (Attachment A)
* An itemized list of expenses /costs for the project; list of avenues exhausted to raise the needed funds (Attachment B)
* Evidence that the grant has already been matched
* The current budget of the applying group (Attachment C)
* A copy of the property deed (Attachment D)
* An original document showing adequate insurance coverage (Attachment E)
1. Evaluation—When the project is complete, complete the evaluation form within three (3) months

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Grant Fund 11-2014

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